



DEPARTMENT OF COMMUNITY DEVELOPMENT ~ COMMUNITY PLANNING  
APPLICATION FOR **MINOR OR ADMINISTRATIVE VARIANCE**

YOU CAN ALSO APPLY ONLINE AT:

[HTTPS://SECURE.YUMAAZ.GOV/CITIZENACCESS/CITIZENACCESSSITE/PUBLIC/MAIN](https://secure.yumaz.gov/citizenaccess/citizenaccesssite/public/main)

**PLEASE BE ADVISED OF THE FOLLOWING INFORMATIONAL NOTICES:**

**FAA NOTIFICATION** - THIS PROPERTY IS LOCATED IN THE VICINITY OF THE YUMA INTERNATIONAL AIRPORT. THE FEDERAL AVIATION ADMINISTRATION (FAA) REQUIRES THE PROPERTY OWNER OR ITS AGENT TO FILE A "NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION" WITH THE FAA PRIOR TO COMMENCING VERTICAL CONSTRUCTION. INFORMATION REGARDING FAA'S REQUIREMENTS CAN BE FOUND AT: [HTTPS://OEAAA.FAA.GOV/OEAAA/EXTERNAL/PORTAL.JSP](https://oeaaa.faa.gov/oeaaa/external/portal.jsp). THE FAA REQUIREMENTS ARISE FROM FEDERAL LAWS AND REGULATIONS AND ARE OUTSIDE OF THE CITY'S JURISDICTION AND AUTHORITY. BE AWARE THE FAA HAS THE AUTHORITY TO PREVENT AND STOP DEVELOPMENT FOR FAILURE TO COMPLY WITH FEDERAL REGULATIONS.

**PUBLIC RECORDS** - THIS APPLICATION AND ANY DOCUMENT SUPPLIED AS PART OF THIS APPLICATION IS CONSIDERED A PUBLIC RECORD AND MAY BE DISCLOSED PURSUANT TO A.R.S. § 39-121 OR DISPLAYED ELECTRONICALLY BY THE CITY OF YUMA.

SUBJECT PROPERTY ADDRESS OR LOCATION:		REQUEST:	
ASSESSOR'S PARCEL NO(S):		AREA (ACRES/SQ. FT.):	
PROPERTY OWNER (S) NAME:		AGENT / APPLICANT NAME:	
ADDRESS:		ADDRESS:	
CITY:	STATE:	ZIP:	
CITY:	STATE:	ZIP:	
PHONE:		PHONE:	
E-MAIL:		E-MAIL:	

I AFFIRM THAT I AM THE OWNER OF RECORD OF THE SUBJECT PROPERTY. IF AN AGENT IS NAMED, I HEREBY AUTHORIZE THAT PERSON TO ACT ON MY BEHALF IN MATTERS RELATING TO THIS APPLICATION. (CITY REQUIRES OWNER'S SIGNATURE FOR WAIVER OF CLAIMS ACKNOWLEDGEMENT)

**PROPOSITION 207 WAIVER OF CLAIMS:** OWNER(S) HEREBY WAIVES AND RELEASES CITY FROM ANY AND ALL CLAIMS UNDER ARIZONA REVISED STATUTES §12-1134, ET SEQ., INCLUDING ANY RIGHT TO COMPENSATION FOR REDUCTION TO THE FAIR MARKET VALUE OF THE PROPERTY OR ANY PORTION THEREOF, AS A RESULT OF CITY'S APPROVAL OR FAILURE TO APPROVE THIS LAND USE ACTION REQUEST. THE TERMS OF THIS WAIVER SHALL RUN WITH THE LAND AND SHALL BE BINDING UPON ALL SUBSEQUENT LANDOWNERS, ASSIGNEES, LESSEES AND OTHER SUCCESSORS. OWNER ACKNOWLEDGES THERE MAY BE A REQUEST TO EXECUTE A SEPARATE WAIVER OF CLAIMS DOCUMENT, SUITABLE FOR RECORDING.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS APPLICATION REQUEST MAY BE SUBJECT TO CERTAIN CONDITIONS OF APPROVAL; INDIVIDUAL AND SPECIFIC CONDITIONS WILL BE BASED ON YOUR APPLICATION'S UNIQUE SITUATION. THE CONDITIONS OF APPROVAL INCLUDE, BUT ARE NOT LIMITED TO:

**AVIGATION & RANGE DISCLOSURE:** OWNER(S) ACKNOWLEDGES THAT THE SUBJECT PROPERTY IS LOCATED IN THE VICINITY OF YUMA COUNTY INTERNATIONAL AIRPORT AND THE U.S. MARINE CORPS AIR STATION, BOTH OF WHICH MAY RESULT IN AIRCRAFT OVERFLIGHT, VIBRATIONS AND RELATED NOISE AS MAY BE INHERENT IN THE OPERATION OF AIRCRAFT NOW KNOWN OR HEREAFTER USED FOR FLYING WITHIN NAVIGABLE AIRSPACE

**RAISED MEDIAN DISCLOSURE:** OWNER(S) ACKNOWLEDGES THAT RAISED MEDIANS MAY BE CONSTRUCTED OR HAVE BEEN CONSTRUCTED WITHIN THE PUBLIC STREET RIGHTS-OF-WAY, AND THAT SUCH RAISED MEDIANS MAY LIMIT AND/OR PROHIBIT CERTAIN TURNING MOVEMENTS INTO AND OUT OF THE SUBJECT PROPERTY.

**INTENSE USE DISCLOSURES:** OWNER(S) ACKNOWLEDGES THAT THE SUBJECT PROPERTY MAY BE NEAR OR ADJACENT TO AN INTENSE USE, (SUCH AS AGRICULTURE, HIGHWAY, RAILROAD, INDUSTRY, SPORTS COMPLEXES, ETC.), THAT MAY CAUSE HIGH TRAFFIC VOLUMES, NOISE, ODORS, LIGHT, OR OTHER IMPACTS.

## THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL

FAILURE TO SUPPLY ALL ITEMS AT THE TIME OF APPLICATION WILL RESULT IN A DELAY IN THE APPLICATION PROCESS AND DELAY OF ASSIGNMENT TO A CASE PLANNER FOR REVIEW.

- ☐ COMPLETED APPLICATION FORM
- ☐ COMPLETED ADJACENT PROPERTY OWNER CONSENT FORM
- ☐ PRE-DEVELOPMENT MEETING (PDM) NUMBER PDM-\_\_\_\_\_ (OR COPIES OF NOTES)
- ☐ APPLICATION FEE OF \$\_\_\_\_\_
- ☐ A NARRATIVE STATEMENT ADDRESSING THE FOUR CRITERIA LISTED BELOW
- ☐ SITE PLAN DRAWN TO SCALE SHOWING: LOT LINES, NAMES OF ADJOINING STREETS, LOCATIONS AND DIMENSIONS OF ALL EXISTING OR PROPOSED BUILDINGS, SETBACK LINES, PARKING AREAS, REQUIRED LANDSCAPING, AND ANY OTHER PERTINENT SITE INFORMATION. CLEARLY IDENTIFY AREA REQUIRING VARIANCE.
- ☐ ELECTRONIC COPY OF SITE PLANS. EMAIL TO [planning@yumaaz.gov](mailto:planning@yumaaz.gov) (UNLESS APPLYING ONLINE)

### YOU MUST INCLUDE RESPONSES TO THESE FOUR CRITERIA IN YOUR NARRATIVE STATEMENT

1. THERE IS A SPECIAL CIRCUMSTANCE(S) OR CONDITION(S), APPLYING TO THE PROPERTY OR BUILDING REFERRED TO IN THE APPLICATION AND WHICH DO(ES) NOT APPLY TO MOST OTHER PROPERTIES IN THE DISTRICT;
2. THAT SUCH SPECIAL CIRCUMSTANCE(S) WAS NOT CREATED, OR CAUSED, BY THE PROPERTY OWNER OR APPLICANT;
3. THE GRANTING OF THE VARIANCE(S) IS NECESSARY FOR THE PRESERVATION OF SUBSTANTIAL PROPERTY RIGHTS ENJOYED BY OTHER PROPERTY OWNERS IN THE VICINITY UNDER IDENTICAL ZONING DESIGNATIONS; AND
4. THE GRANTING OF THE VARIANCE SHALL NOT BE MATERIALLY DETRIMENTAL TO ANY PERSON(S) RESIDING, OR WORKING, IN THE VICINITY, TO ADJACENT PROPERTY, TO THE NEIGHBORHOOD OR TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

- ☐ THE FOLLOWING INFORMATION IS MISSING AND NEEDS TO BE PROVIDED BEFORE THIS APPLICATION CAN BE ACCEPTED. DEADLINE TO RETURN MISSING ITEMS IS: \_\_\_\_\_

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**MINOR/ADMINISTRATIVE VARIANCE  
PROPERTY OWNER CONSENT FORM  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING**

All property owners adjacent to the property with the request must sign that they understand the variance request and that they do not object. If all property owners do not sign, the request shall be treated as a Variance with a Public Hearing by the Hearing Officer.

**MY NAME IS \_\_\_\_\_ . I OWN THE PROPERTY LOCATED AT \_\_\_\_\_ .**

**I AM REQUESTING A VARIANCE FOR THE FOLLOWING: \_\_\_\_\_**

**A MAP / SITE PLAN IS ATTACHED FOR REVIEW BY THE ADJACENT PROPERTY OWNERS**

**Adjacent Property Owners**

We the undersigned adjacent property owners understand the variance request by \_\_\_\_\_, as described above. We do not object to the approval of this minor variance.

NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE
NAME:	ADDRESS:	
PARCEL ID:	DATE:	SIGNATURE

I, \_\_\_\_\_, verify that I have discussed this proposal with my neighbors listed above (and on reverse, if any), and that they had no objections to this request.

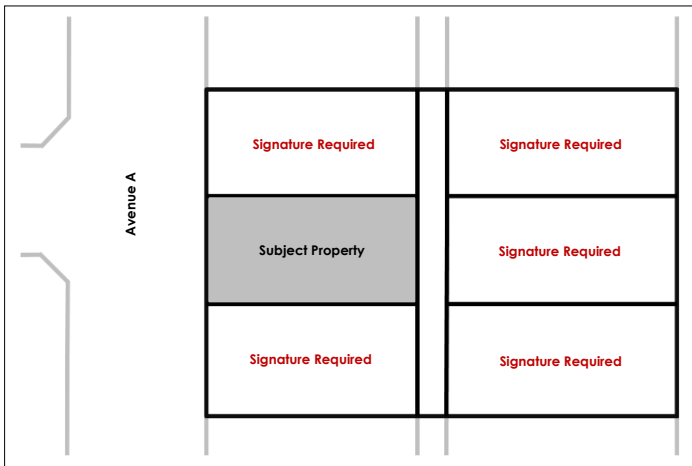
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

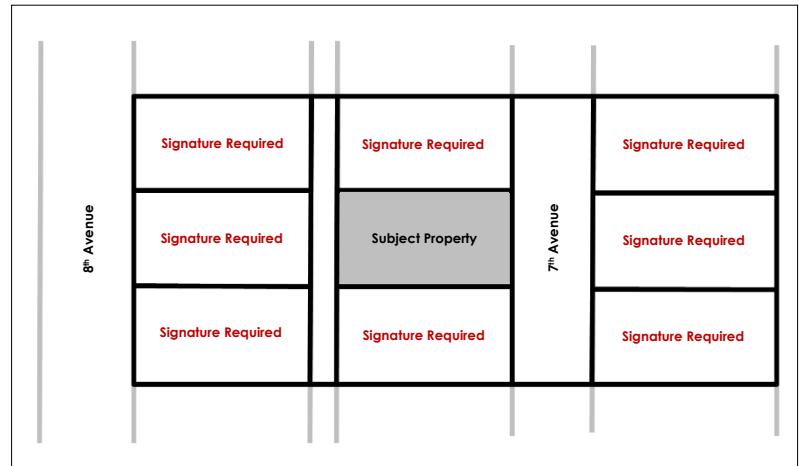
## Examples of Adjacent Property Owners

Signatures of adjacent property owners shall be required upon any request for an administrative or minor variance. Below are illustrations further explaining which adjacent property owner signatures are required based upon the location of the subject property. Example one illustrates a lot which is adjacent to a major roadway; in such instances, signatures are not required of those neighbors which are located on the opposite side of the major roadway. Example two illustrates a typical residential property located on a locally classified roadway. In this case, signatures are required from all adjacent property owners. Finally, example three illustrates the signature requirements for a property which is located at the end of a cul-de-sac.

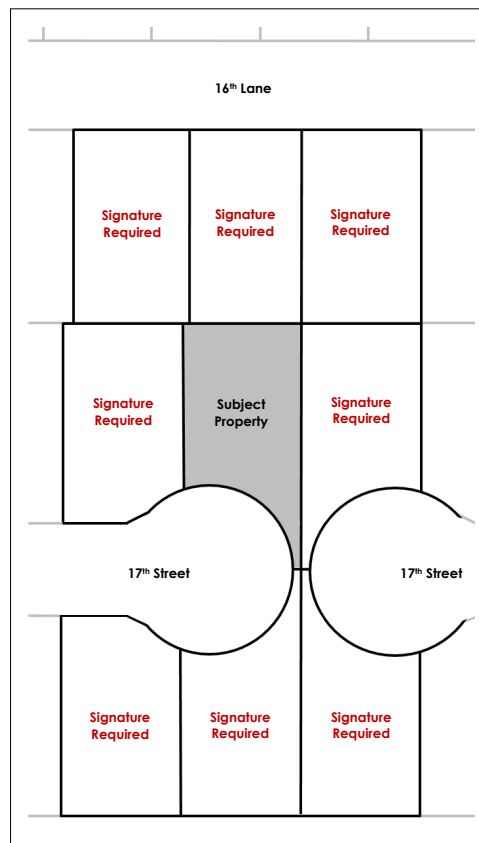
**Example One**



**Example Two**



**Example Three**



\* A major roadway shall be defined as any roadway larger than a local street, as identified within the Transportation Master Plan.